

Ashford Board of Education  
Meeting Minutes – October 15, 2015  
7:30 p.m.

*Note: Per C.G.S. §10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.*

**Call To Order**

Chair J. Rupert called the meeting to order at 7:30 PM. Present were J. Rupert, K. Rourke, J. Mozeiko, J. Lippert, D. Wesson, K. Warren and L. Donegan. Also present were Dr. J. Longo, Superintendent, Principal T. Hopkins, Director of Pupil Personnel C. Ford, Asst. Principal G. Dukette, and recording secretary J. Barsaleau. In the audience were N. Rice and S. Morytko.

**Ashford Board of Education Bylaw: Meeting Conduct**

Board chair J. Rupert asked that this bylaw be included in the agenda packet to remind all members of parameters for addressing the Board of Education. In an effort to improve communications with the public, the Board has allowed members of the audience to speak during its meetings during and after the public comment session on each agenda, and it can be problematic. Mr. Rupert asked all members to re-read this bylaw, as it will be followed more closely going forward.

**Persons to be Heard**

S. Morytko summarized the content of an email communication (attached) to the Board concerning the draft of the technology plan that he viewed. He hoped that some or all of his recommendations would be applied to the plan. He also commented that the October 5<sup>th</sup> letter concerning the FY 14 audit contained better tone and was more factual. J. Lippert thanked Mr. Morytko for his comments and for the time spent reviewing the technology plan.

**Communications**

Selectman Zambo sent a copy of a communication received from the state DOT concerning School Zone sign installation in front of the school. A copy of an email from Board of Finance chair C. Silver-Smith was distributed. This communication contained an edited version of the “Persons to Be Heard” section of the October 1, 2015 Board of Education unapproved minutes. K. Rourke noted that she, Dr. Longo and Mr. Neel attended the Board of Finance meeting on October 8<sup>th</sup>. At the meeting, Mrs. Rourke reported that she read a letter she had written concerning the manner in which their Board’s chairperson addresses the Board of Education and Dr. Longo at public meetings.

**Approval of Minutes: 10/01/2015**

Motion to table approval of the regular meeting minutes of 10/01/2015 made by K. Rourke, seconded by D. Wesson and carried with one abstention (D. Wesson).

J. Rupert directed J. Barsaleau to forward the email communication from Ms. Silver-Smith to the Board of Education members for review prior to the next meeting.

**Distribution of Administrative Reports**

**a. Superintendent**

Dr. Longo summarized his report that was included in the agenda packet. He suggested that the Board devote a meeting to the setting of board goals, three and five year plans and capital improvement planning. Discussion followed. D. Wesson offered to continue to serve as a representative of the Board on the capital improvement committee. Dr. Longo stated that great strides are being made in the growth of Ashford School, and the administrative team believes this too, and has the necessary skills to continue that growth.

**b. Business Manager**

Mr. Neel’s written report was included in the agenda packet and was reviewed. He reported that he and Dr. Longo met with Michael VanDeventer from Mahony & Sabol LLC earlier in the day to review the FY 15 audit. He reported the auditor was satisfied with the Business Office and Dr. Longo’s responses to recommendations made in the prior years audit management letter. To this end, Mr. Neel recommended a revision to the Board’s Purchasing Policy and associated regulations. Mr. Neel recommended that no quarterly budget transfers be made at this time.

Motion made by J. Rupert to add review of financial reports including Superintendent expenditures, the Budget Transfer, Purchasing and Monthly Reporting regulation and Purchasing Policy to the agenda under New Business. Motion seconded by D. Wesson and carried unanimously.

**c. Principal**

Mr. Hopkins and Mr. Dukette distributed written reports to the members (attached). Both reviewed their reports individually. Discussion followed and included but was not limited to Smarter Balanced Assessment (SBAC) testing, STEAM, school climate, positive behavior supports, writing, curriculum and committees.

**d. Director of Pupil Personnel**

Mrs. Ford provided her written report in the board's agenda packet. She shared some thoughts on creating special education classroom and service space within the building and provided updates on legislative action, IEP Direct software training, SRBI and early intervention services

The board thanked all of the administrators for their reports.

K. Warren left the meeting (9:12 pm)

**New Business**

**a. Review of Financial Reports, Superintendent Expenditures, Purchasing Policy and Budget Transfer, Purchasing and Monthly Reporting Regulation**

Discussion followed concerning the proposed revision to the purchasing policy and the associated administrative regulations. The board cannot revise policies without consulting legal counsel, therefore it will be sent for review. Financial reports were discussed and reviewed. Mr. Neel reported there were no expenditures by the Superintendent from July through September.

Motion made by D. Wesson to make no FY 16 object transfers at this time per the recommendation of the Business Manager. Motion seconded by L. Donegan and carried unanimously.

Motion made by D. Wesson to request counsel review of the proposed purchasing policy revision. Motion seconded by K. Rourke and carried unanimously.

Motion made by D. Wesson to revise the proposed regulation of the Business Manager titled *Budget Transfer, Purchasing and Monthly Reporting* as follows: move the bullet point section beginning with "Non-contractually obligated payments made..." to the bottom of the page with the reports listed for monthly board review and approval. Motion seconded by J. Mozeiko and carried unanimously.

**b. First Reading of Board Policy Updates Provided by Counsel** (Series 1000 – Prohibition Against Smoking; Series 4000-Family and Medical Leave; Alcohol and Drug Free Workplace; Concussion Training for Athletic Coaches; Series 5000-Homeless Students; Section 504; Suicide Prevention and Intervention)

J. Rupert read aloud the titles of all of the policies considered for first reading and informed the board that the policies have been changed or made necessary as a result of legislative action. Members are encouraged to read through these policies and direct any questions to the Superintendent's office. The optional language in the Prohibition Against Smoking policy will be added and the policies will be on the second November agenda for second reading and final approval.

**c. Acceptance of New or Updated Model Notifications Provided by Counsel**

Motion made by K. Rourke to accept the required state and federal model notifications as presented by counsel. Motion seconded by J. Mozeiko and carried unanimously.

**Old Business**

**a. Board of Education Goals**

**b. Long Term Planning**

**1. Capital Improvement**

**2. Three-Year Plan**

As recommended by the Superintendent, these will be addressed at a special meeting and worksession on October 27<sup>th</sup> at 7 PM.

**c. Approval of Superintendent Evaluation Instrument**

Motion made by J. Lippert to approve the revised Superintendent Evaluation Instrument as presented, striking the words "meets or" in the description of the commendable rating, motion seconded by J. Mozeiko and carried unanimously.

**Next Meeting Date/Agenda Items**

The next regular meeting date is 11/5. Agenda items include board reorganization, election of officers, committee appointments, establishment of regular meeting date/place/time, purchasing policy revision, second reading of policies and superintendent evaluation.

**Superintendent Evaluation (Executive Session, Action Anticipated)**

Tabled by mutual agreement of the members present.

Motion to adjourn the meeting at (10:02 pm) made by J. Lippert seconded by D. Wesson and carried unanimously.

Recorded by:

Jennifer Barsaleau  
Recording Secretary

*Approved by the Ashford Board of Education:*